



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
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ARMY BULLETIN NO. 22

8 July 2005

ISSUE, TURN-IN, VERIFICATION AND CONTROL OF DD FORM 1544 CASH MEAL PAYMENT BOOKS AND SHEETS (G4-FS)

1. Army Bulletin No. 26, dated 26 Oct 01, SUBJECT: New Procedure for the Control of all Cash Meal Collection Books and Sheets, is rescinded.

2. PURPOSE: This bulletin designates responsibilities and procedures for the issue, control, verification, revalidation and turn in of Cash Meal Payment Books and Cash Meal Payment Sheets.

3. APPLICABILITY: These procedures will be followed by all personnel who have control over the use of Cash Meal Payment Books and Cash Meal Payment Sheets.

4. REFERENCES:

- a. Army Regulation 15-6, dated 30 Sep 96.
- b. Army Regulation 30-22, dated 10 Jun 05.
- c. Army Regulation 735-5, dated 28 Feb 05.
- d. DA Pam 30-22, dated 30 Aug 02.

5. POLICY:

a. Positive control of individual Cash Meal Payment Sheets, cash collected and Cash Meal Payment Books will be maintained at all times.

b. Verification of DD Form 1544, Cash Meal Payment Sheets, Cash Meal Payment Book and cash counts:

(1) Paragraph 3-27c.(2), AR 30-22, requires that an unannounced verification of DD Form 1544, Cash Meal Payment Sheets, cash count and Cash Meal Payment Books be conducted at least once during the current Fiscal Year.

(2) Verification will be accomplished to insure that all cash collected and Cash Meal Payment Sheets are properly accounted for.

(3) In accordance with paragraph 3-30a, DA Pam 30-22, the next higher headquarters in the chain of command, will appoint in writing, a soldier, E-5 or above, other than food service personnel, to complete the verification requirement of their individual unit. A copy of the appointment order will be forwarded to JFHQ-NJ, ATTN: G4-FS, not later than thirty (30) days after appointment.

(4) In accordance with paragraph 3-30c, DA Pam 30-22, a written report will be prepared and submitted to the next higher headquarters, ATTN: S4, for review and corresponding action, within thirty (30) days of completion of the verification requirement. A copy of the final report will be forwarded to JFHQ-NJ, NJARNG, ATTN: G4-FS, NLT fifteen (15) days, after review by the appropriate higher headquarters. Copies of the report will be retained in accordance with paragraph 1-7, AR 30-22.

c. Revalidation of DD Form 1544, Cash Meal Payment Sheets and Cash Meal Payment Books:

(1) Paragraph 3-35e, DA Pam 30-22, requires that revalidation be performed annually to maintain an audit trail on each accountable DA Form 1544, Cash Meal Payment Sheet and Cash Meal Payment Book.

(2) The individual appointed in writing to conduct the verification will revalidate the DD Form 1544, Cash Meal Payment Book. This may be accomplished by either the responsible unit commander's written verification or the return of the complete book to G6-ISSD-IS.

(3) The individual conducting the revalidation will provide G6-ISSD-IS with a memorandum, indicating the book serial number, date of issue and the number of unused sheets on hand and the number of sheets accounted for through turn-in, as indicated on DD Form 1131.

(4) Within thirty (30) days of the revalidation, a copy of the report will be sent to the units' higher headquarters, ATTN: S4, with a copy forwarded to JFHQ-NJ, NJARNG, ATTN: G4-FS. Copies of the report will be retained in accordance with paragraph 1-7, AR 30-22.

d. The loss of either cash or any Cash Meal Payment Sheets will be immediately reported through the units' chain of command to JFHQ-NJ, NJARNG, ATTN: G4-FS, to the USPFO-C, Cash Control Officer. An investigation will be immediately initiated, using the procedures of AR 15-6, to determine all the facts pertaining to the loss.

e. JFHQ-NJ, NJARNG, G4-FS, responsible to closely monitor all procedures pertaining to DD Form 1544, Cash Meal Payment Books.

(1) The G4-FS will coordinate with G6-ISSD-IS and the USPFO-C, Cash Control Officer, to established required files that will be maintained by their respective offices.

(2) The G4-FS, will schedule monthly coordination meetings with the USPFO-C, Cash Control Officer, to review status of turned-in Cash Meal Payments Sheets and corresponding funds.

(3) Prior to any Food service assistance visits, the G4-FS will coordinate with G6-ISSD-IS to determine which Cash Meal Payment Books were issued to the units to be visited.

6. GENERAL:

a. Issue procedures for Cash Meal Payment Book:

(1) Cash Meal Payment Book will only be issued to a unit based upon an approved written request, forwarded to G6-ISSD-IS.

(2) Replacement Cash Meal Payment Book will be issued upon the turn in of the book, currently in the possession of the unit. Request for replacement book will be initiated, when sufficient pages remain to cover anticipated usage for the next training period. The unit S4 will request a replacement book in writing, using Unit Letterhead Stationery. Under no circumstances will a unit have more than one book in its possession at any given time.

(3) Issue of Cash Meal Payment Book will not be accomplished through the mail. A selected individual from the unit concerned will hand deliver the old book and pick up the new book from G6-ISSD-IS. Signature of acceptance will be accomplished using DA Form 410, Receipt for Accountable Form. The original and one copy of the DA Form 410 will be given to the unit representative with the Cash Meal Payment Book. In accordance with paragraph 3-32, DA Pam 30-22, the Accountable Officer will complete the acknowledgement portion of the form and return the original to G6-ISSD-IS. The duplicate copy of the DA Form 410 will be retained with the Cash Meal Payment Book.

(4) When a new Cash Meal Collection Payment Book is issued, G6-ISSD-IS will forward a copy of the completed DA Form 410, to JFHQ-NJ, ATTN: G4-FS, NLT fifteen (15) days after receipt of the completed form from the Accountable Officer.

b. Maintenance of the Unit Cash Meal Payment Book:

(1) The Cash Meal Payment Book, with any cash collected will be stored in a safe, in accordance with paragraph 3-28b, DA Pam 30-22.

(2) Issue of individual sheets, will be accomplished by completing the "Issued To", remarks section on the Cash Meal Payment Sheet register, Page A of the Cash Meal Payment Book.

(3) The Unit S-4 will issue individual sheets to responsible personnel prior to the performance of scheduled training activities. Under no circumstances will the entire Cash Meal Payment Book be under the control of Food Service Section personnel.

(4) All Officers, enlisted members on separate rations, AGR personnel and authorized civilians will pay and sign for all meals consumed.

7. CASH TURN-IN PROCEDURES:

a. All cash collected will be turned in quarterly to the USPFO-C, Cash Control Officer. This procedure will provide positive control of both cash and Cash Meal Payment Sheets. Exceptions to this policy will only be granted on a case by case basis by the USPFO-C, Cash Control Officer.

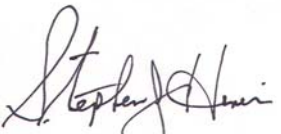
b. Cash funds will be converted to a money order or check payable to Finance and Accounting Officer, Fort Dix, New Jersey, prior to mailing to the USPFO-C, Cash Control Officer for processing. A service fee can be deducted from the total proceeds, provided that such a fee is documented by a receipt in accordance with paragraph 3-29d (3), DA Pam 30-22. See Figure 3-13, DA Pam 30-22, for Cash Collection Voucher, DD Form 1131, preparation instructions.

c. If cash collections are effected during Annual Training, where payroll deductions are not used, all cash collected will be converted to either check or money order and turned in to the USPFO-C, Cash Control Officer not later than five (5) working days following the return of the unit to home station.

8. LOSS OF CASH MEAL PAYMENT SHEETS AND OR CASH: The provisions of Chapter 3-27b, AR 30-22 pertaining to the safeguarding of Cash Meal Payment Sheets, DD Form 1544 and cash collections, require that an AR 15-6 investigation be conducted when a misappropriation of cash and or loss of Cash Meal Payment Sheets is discovered.

9. Point of contact for additional information or guidance is G4-FS, CW2 John S. Garrison, (609) 562-0281.

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